



## HR82 – Vacation Records

These records relate to employee vacation entitlement and use.

*This records class is a Personal Information Bank.*

### Content & Scope

The records include notices of vacation entitlement, vacation requests and approvals, vacations taken, and related correspondence.

### Responsible Unit

All units.

### Information Steward

Associate Provost, Human Resources.

### Privacy Classification

Restricted.

### Retention

5 years.

### Disposition

Secure Destruction.

### Authority

- *University of Waterloo Act, 1972;*
- *Employment Standards Act (Ontario), 2000, s. 15.1;*
- Memorandum of Agreement between the Faculty Association of the University of Waterloo and the University of Waterloo, Article 11.2;
- *Policy 6 – Vacation - Staff;*
- *Policy 56 – Vacations and Vacation Pay for Non-Regular Faculty Members, Including Graduate and Undergraduate Students with Academic Appointments;*
- Union Agreement between the University of Waterloo and the Canadian Union of Public Employees C.L.C. Local 793, Article 11

### Retention Rationale

The retention period is based on the *Employment Standards Act*, s. 15 (1) (5) which requires that the records be retained for 5 years.

### Approval Date

1 January 2018

**Previous Version**

26 October 2011